IB MYP Reports: Editing Report Card Templates & Publishing

How to Get Started with MYP Reports

Introduction to MYP Report Cards

Highly customisable, fully integrated with teacher gradebooks, and tailored for IB MYP assessment, ManageBac report cards are generated in PDF and are instantly available for students and parents to view. To begin, navigate to **Reporting > Generate Reports > IB Middle Years**

How Teachers Enter Grades & Comments into Gradebooks

Via Class Page > Gradebook > Term Grades

Under the **Gradebook** tab of a class, teachers can **Submit Term Grades.** Here the teacher can set achievement levels, final IB grade, and term comments.

You can enable assessment of Approaches to Learning, Learner Profiles, or customized Rubrics e.g. Efforts Rubric by navigating to **School Settings > IB Middle Years > Assessment > Assessment Models** then you can configure your Rubrics to suit your school's reporting needs.

Under **Reporting > Proofing & Review,** you can view programmes and subjects to see which teachers have submitted their term grades. As an admin user, you can directly edit these grades here.

Customise Report Templates

Via Reporting > Templates > IB Middle Years

Under **Reporting** click **Templates** to begin. Edit an existing template or add a new one.

- ☑ IB Learner Profile ⓘ
  - ☑ Learner Profile Diagram
- ☑ Summary of Achievement ⓘ
- ☑ Project-based Learning ⓘ
  - ☑ Project Assessment
  - ☑ Project Comments
  - ☑ Project Term Grades
  - Projects
    - ☒ 📒 Personal Project
- ☑ Service as Action ⓘ
  - ☑ Hours
  - ☑ Completed outcomes sentence

In the template **Overview**, you can give your template a title, select items to include on the report, and drag and drop to re-order items. When satisfied, click Save Changes at the bottom of each page. For more information about different items, hover over the information **icons.**

On the **Letter** tab, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box.

For more elaborate text formatting options, please use the **Rich Text Editor** option.

Click **Preview** on the left to review how the letter will appear on the PDF report.

Remember to **Save Changes**.

Customise your **Summary of Achievement** by selecting and reordering the information you would like to include. The grades and comments will automatically pull from the teacher gradebooks.

Reporting > IB Middle Years

Templates

📁 Edit Template

| ⚙ Overview | 🖼 Cover Sheet | 📧 Letter | 🖼 Summary | 👤 Class Reports |
| 📄 Grade Descriptors | 📅 Attendance | 🔺 Additional Programmes | | |

Class Reports Title ⓘ

Class Reports

Customise Class Reports Layout

Please select the key fields to include:

☐ Description
☑ Units Covered
　☑ Unit Description
　☐ Unit Start Date
　☑ Key Concepts
　☑ Global Context
　☐ Statement of Inquiry
　☑ Inquiry Questions
　☑ Related Concept(s)
☑ Learner Profile
☑ MYP Assessment
　☑ Achievement Levels
　　☑ Criterion Descriptors
　　　☐ Use Preferred Name for Criterion Descriptors
　☐ Grade Boundaries
☑ Final Grade
☐ Local Grade
☑ Rubrics (Edit)
　☑ Stack rubrics vertically (one rubric per line)
All Subjects

| × Participation | × Predicted Grade | ⌄ |

Language and Literature
English

| × Reading | × Writing | × Literacy conventions/skills | × Oral and Visual Communications | ⌄ |

Language A
English

| | ⌄ |

Mathematics
Mathematics

| × Mathematical Practice | × Algebra | × Geometry | ⌄ |

☑ ATL Evaluation
☑ Class Attendance
☑ Teacher Comments
◉ Class Name　◯ Class Subject
☐ Class Subject Group
☑ Class Grade Level
◉ Phases　◯ Levels ⓘ
Classes per page
◯ One　◉ Many

Save Changes or Cancel

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The Class Reports option will add one page for each class. If you include achievement levels and grade descriptors, we will automatically include personalised grade descriptors.

Attendance data integrates seamlessly with report cards. Note you can include student attendance on the cover sheet, summary of achievement, or in the class reports.

Preview and Generate Reports

When you are satisfied with your report template(s), navigate back to **Generate Reports**. From here, select your Term, Template, and Years.

Give your report an official title (this will display on the report), indicate your preparation date, sort order, and whether you would like to Notify parents & students via email. Preview reports via the two blue buttons, and when you are satisfied, click the **Generate Reports** button.

A master copy of the report cards will save under **Reports History** page and individual reports will be accessible via a ZIP file.

Individual report cards will also be available for students and parents via their profiles.

Creating Report Templates

Via Reporting > Templates > IB Middle Years

By default, a set of report templates will be built-in to your ManageBac account under the **Templates** page. You can customize these report templates and create new ones by clicking any **Template name** in the list.

Click the **Add Template** button in the right-hand menu to create a new template. To edit a pre-existing template, select the template from the list on the page.

Overview

In the report template, via the **Overview** page, here is where you can name your template and customise the general layout of your report, enabling various sections & dragging sections around to configure the sequence. You can also choose the page size, orientation and indicate whether or not to show page numbers.

- ☑ Reflections   Reflections   ⓘ
  - ☑ Student reflections
  - ☑ Homeroom advisor reflections
    - ☑ Show on Cover Page
  - ☑ Coordinator reflections
  - ☑ Counselor reflections
  - ☑ Head of school reflections
- ☑ Class Reports ⓘ
- ☑ Grade Descriptors ⓘ
  - ☑ Assessment Explanation
  - ☑ Final Grade
  - ☑ ATL Grade Descriptors
  - ☑ SA Grade Descriptors

  Rubrics & Options Descriptors

  Select Rubrics & Criteria

- ☑ Overall progress indicator ⓘ
- ☑ Show Program Divider

☐ Show each Program on a separate page

☐ Custom Logo Size ⓘ

Page Setup

Page Size

◉ A4   ◯ US Letter

Page orientation

◉ Portrait   ◯ Landscape

☐ Double-sided Printing

☑ Page Footer

☑ Page Numbers

☐ Page Bottom Margin

☐ School Address

☐ School Phone Number

Save Changes   or Cancel

Each section of the report can then be further customised via the tabs along the tabs at the top.

Finally, select the page size, orientation, and indicate whether or not to show page numbers. Remember to click **Save Changes**.

Cover Sheet

Click **Cover Sheet** to choose what will appear on the cover page of your reports. You can set student fields and add report signers (such as your Head of School or IB Coordinator). Once complete, click **Save Changes**.

Please click here for a tutorial on how to Display Student Photos on Report Cards.

Letter

On the **Letter** page, you have the option to write a letter to the parents/guardians. The letter can be written using text or HTML. For HTML, select the **HTML** radio option and copy-paste your HTML text into the letter text box.For more elaborate text formatting options, please use the **Rich Text Editor** option. Click **Preview** on the left to review how the letter will appear on the PDF report. Remember to **Save Changes**.

Summary

Reporting > IB Middle Years

Templates

Edit Template

Overview	Cover Sheet	Letter	Summary	Class Reports
Grade Descriptors	Attendance	Additional Programmes		

Summary Section Header *

Summary of Achievement ←

Customise Summary Layout
Please select the fields to include

☑ MYP Assessment
   ☑ Achievement Levels ⓘ
   ☑ Final Grade ⓘ
    Display as
    Final Grade
☑ Local Grade ⓘ
☑ Rubrics & Options (Edit) ⓘ
   × Effort ←

☐ AVG of   Label Average   Suffix
☐ SUM of   Label Total   Suffix

☑ Interdisciplinary Criteria Assessment
☑ Stack rubrics vertically (one rubric per line)
   ☑ Show Cumulative Term Grades ⓘ
☐ Class Description ⓘ
☑ Teacher Comments ⓘ
◉ Class Name   ◯ Class Subject
☐ Class Subject Group
☐ Class Grade Level
◯ Phases ◉ Levels ⓘ

Options
☑ Advisor Comments ⓘ

Signatures
☐ Signer One
☐ Signer Two
☐ Signer Three
☐ Signer Fourth
☑ Advisor

Save Changes or Cancel

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Click **Summary** to select what will appear for each student in terms of grades and comments. You can also show the student's Interdisciplinary Criteria Assessments by ticking the **Interdisciplinary Criteria Assessment** checkbox.

The Summary tab allows you to show any **Rubrics** which have been applied to *all subjects* - to show *subject-specific rubrics,* use the Class Reports tab.

Class Reports

The **Class Reports** option will add one page for each class the student is taking. You can also choose to show the MYP achievement level descriptors, in addition to subject-specific rubrics. Click here for a tutorial on Configuring Rubrics & Options.

Grade Descriptors

Select **Grade Descriptors** to customize your explanation of grading. ManageBac has a preset explanation that can always be reset by leaving this page blank.

Attendance

If your school subscribes to the ManageBac Attendance Module, attendance data can also be added to report templates via the **Attendance** tab.

You can then choose which data you wish to include. Attendance can be shown for **Classes** or **Homeroom**. Data will show based on the Academic Term dates or for the whole school year if **Show yearly attendance** is enabled. Homeroom attendance can be displayed on the Cover Sheet or Summary.

Configuring Rubrics & Options

Create a New Rubric

Via **Settings > Middle Years Programme > Assessment > Assessment Models**, you can create custom rubrics and options, which are completed by teachers together with final term grades.

To begin, click **Add Rubric** to create a new rubric.

First, define your rubric title, and add a brief description. Then select the rubric type.

There are three types of rubrics and options:

1. **Criteria:** This is a set of criteria that teachers will select from a dropdown menu (e.g. Effort grades may be set on a 1-5 scale, with 5 representing excellent effort and 1 the worst).
2. **Custom Field:** This is a customizable field allowing teachers to enter any type of text with a defined suffix (e.g. attendance in % terms).
3. **Formula:** This allows you to include the SUM or AVG (average) of the other rubrics you have created. Note that this only applies to Criteria rubrics that are numerical.

After selecting the type, entering the title of the rubric, and adding the Values and Descriptors, click **Create Rubric**.

Edit an Existing Rubric

By hovering over an existing rubric title, you can edit the Value and Descriptor. After defining your rubric details, click **Save Changes**.

Grading Students with Rubrics via Term Grades

Once you have added your rubrics, they will be visible via **Gradebook > Term Grades**, and teachers will be able to select from a dropdown menu or enter their marks.

Enabling Rubrics on Report Cards

Rubrics can be shown on the **Summary** or the **Class Reports** section of the report card, the difference is that the Summary will only show general rubrics (i.e. rubrics applied to all subjects) while the Class Reports allows you to show subject-specific rubrics.

1. Via **Reporting > Templates > IB Middle Years >** Select a Template > **Summary**, enable the **Rubrics & Options** by selecting from the dropdown. Click **Save Changes**.

2. Via **Reporting > Templates > IB Middle Years >** Select a Template > **Class Reports**, tick the **Rubrics & Options** checkbox and select from the dropdown. Click **Save Changes** at the bottom of the page.

Templates

📁 Edit Template

⚙ Overview	🖼 Cover Sheet	✉ Letter	🖼 Summary	🖼 **Class Reports**
📗 Grade Descriptors	🌐 Attendance	🍁 Additional Programmes		

Class Reports Title ⓘ

Class Reports ⬅

Customise Class Reports Layout

Please select the key fields to include:

☐ Description
☑ Units Covered
    ☑ Unit Description
    ☐ Unit Start Date
    ☑ Key Concepts
    ☑ Global Context
    ☐ Statement of Inquiry
    ☑ Inquiry Questions
    ☑ Related Concept(s)
☑ Learner Profile
☑ MYP Assessment
    ☑ Achievement Levels
        ☑ Criterion Descriptors
        ☐ Use Preferred Name for Criterion Descriptors
    ☐ Grade Boundaries
☑ Final Grade
☐ Local Grade
☑ Rubrics (Edit)
    ☑ Stack rubrics vertically (one rubric per line)

All Subjects

× Participation × Predicted Grade	⇕

Language and Literature

English

× Reading × Writing × Literacy conventions/skills × Oral and Visual Communications	⇕

Language A

English

	⇕

Mathematics

Mathematics

× Mathematical Practice × Algebra × Geometry	⇕

☑ ATL Evaluation
☑ Class Attendance
☑ Teacher Comments
🔘 Class Name   ⚪ Class Subject
☐ Class Subject Group
☑ Class Grade Level
🔘 Phases   ⚪ Levels ⓘ

Classes per page
⚪ One   🔘 Many

Save Changes or Cancel

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Proofing & Review

Proofing & Review is a feature available for any school with the reports module, and allows administrators to view and edit grades and comments from each class before generating reports.

Via Reporting > Proofing & Review > IB Middle Years
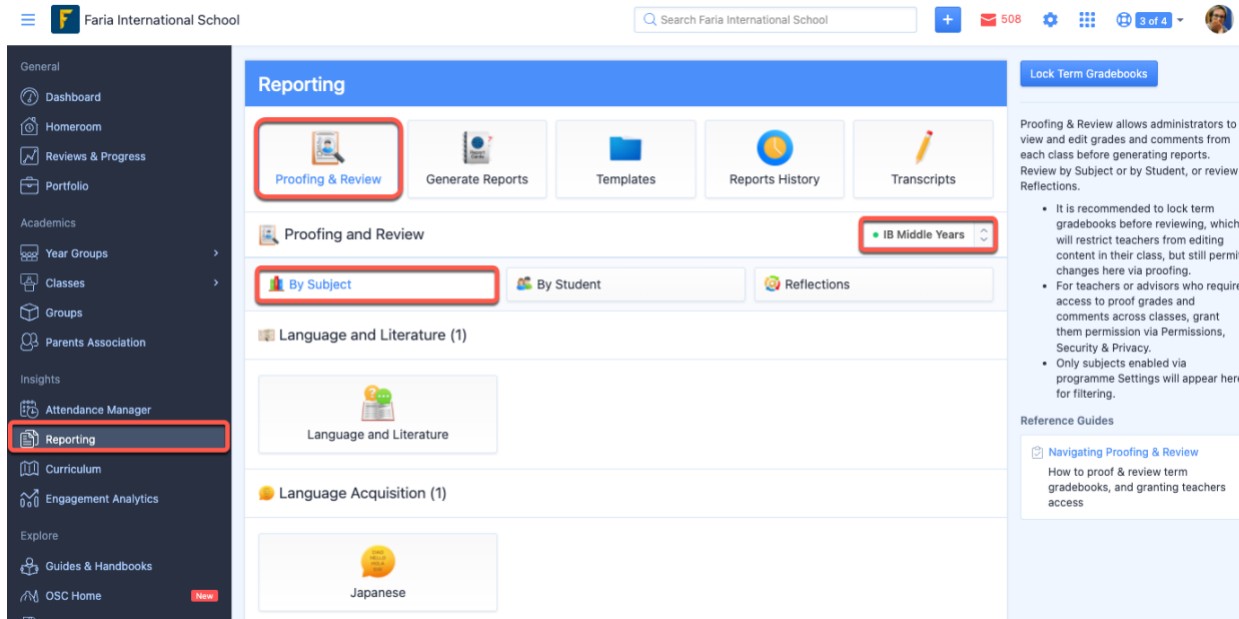
Navigate to **Proofing & Review > Select Programme**. From here you can view and edit grades from all classes by Subject or by Student.
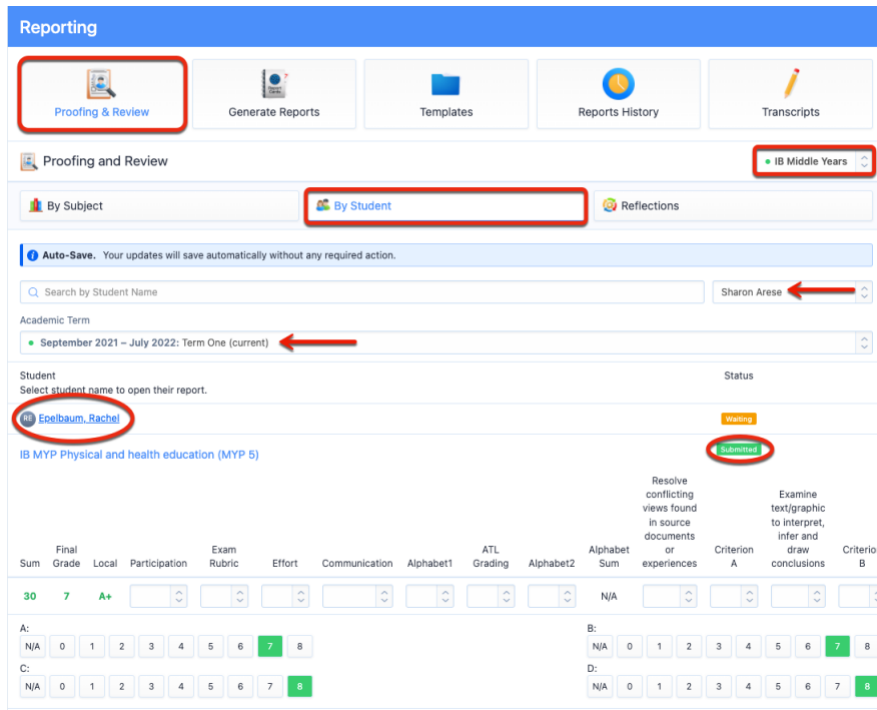
Search **By Student** to read and edit Term Grades and comments from each of the classes that the student is in.

Prior to proofing, we recommend **locking term gradebooks.**

Admins can lock and unlock gradebooks on by programme & academic term, this ensures grades are not changed after a certain date before reports are generated.

Logged in as an admin, navigate to **Settings > Academic Terms**.

1. Select your programme
2. Tick **Restrict teachers from making any changes to term grades**
3. Save Changes

Please note that administrators can still access and edit term gradebooks while they are locked, to ensure a seamless proofing process.

Administrators may also access the Lock Term Gradebooks page via **Reporting > Proofing & Review**, on the right navigation panel.

Reflections

Click the **Reflections** page to read and edit the reflections of the Student, Homeroom Advisor, Coordinator, Head of School or Counselor. These reflections can then be enabled on the report card via the Report Template Overview tab (see below).

Templates

📁 Edit Template

⚙️ Overview	🖼️ Cover Sheet	✉️ Letter	📋 Summary	🖼️ Class Reports
📄 Grade Descriptors	📑 Attendance	🔶 Additional Programmes		

Title *

MYP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

☑ Cover Sheet ⓘ
☑ Letter ⓘ
☑ IB Learner Profile ⓘ
  ☐ Learner Profile Diagram
☑ Summary of Achievement ⓘ
☐ Project-based Learning ⓘ
  ☐ Project Assessment
  ☐ Project Comments
  ☐ Project Term Grades
  Projects
  [Select Projects ⇕]
☑ Service as Action ⓘ
  ☑ Hours
  ☑ Completed outcomes sentence
☑ Personal Project (Legacy) ⓘ
  ☑ Project Assessment
  ☑ Project comments
☑ Community Project (Legacy) ⓘ
  ☑ Project assessment
  ☑ Project comments
☑ Reflections [Reflections] ⓘ
  ☑ Student reflections
  ☑ Homeroom advisor reflections
    ☐ Show on Cover Page
  ☑ Coordinator reflections
  ☑ Counselor reflections
  ☑ Head of school reflections
☑ Class Reports ⓘ
☑ Grade Descriptors ⓘ
  ☑ Assessment Explanation
  ☑ Final Grade
  ☑ ATL Grade Descriptors
  ☑ SA Grade Descriptors
  Rubrics & Options Descriptors
  [Select Rubrics & Criteria ⇕]
☑ Overall progress indicator ⓘ
☑ Show Program Divider
  ☐ Show each Program on a separate page
☐ Custom Logo Size ⓘ

Page Setup

Page Size
○ A4   ● US Letter

Page orientation
● Portrait   ○ Landscape

☐ Double-sided Printing
☑ Page Footer
☑ Page Numbers
☐ Page Bottom Margin
☐ School Address
  ☐ School Phone Number

[Save Changes] or Cancel

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Generating Reports

Via Reporting > Generate Reports

To generate your reports, please first confirm the following data:

1. **Term**: Select a term with the correct grade data.

2. **Template**: Ensure that your selected template includes your desired information and excludes other information. You can easily adjust your template by clicking **Edit Template.** You can have an unlimited number of templates.

3. **Years**: Choose to generate reports for all year levels at once, or specify which years will have reports generated. (This setup allows you, for instance, to generate reports for Grade 9 using one report template, and then generate for Grade 10 using another template.) If you would like to include non-IB grades, tick the checkbox and specify the term.

4. Next, give your report a **Title** (e.g. First Semester Report).

5. Choose your **Sort Order**, and indicate what information you want to show in the Report Card file name.

6. Indicate the **Preparation Date.**

7. Select a **future release date** and time if you want to generate the report cards ahead of time and have a scheduled release at a different time. Enabling the **Notify parents & students** option will also delay the notification emails to be sent until that point in time.

After you have made your selections, preview the reports prior to generating final drafts. Click **Preview Individual Report** to preview how a student's report will look, or click **Generate Draft** to generate a draft report of all students in the selected grade level/s.

When you click **Generate Draft** the draft report will appear by programme on the **Reports History** page. It will not be visible to students or parents.

Confirmation
Your **Term Report** will be generated for **First Term (current)**, **MYP 5** in the **August 2021 – June 2022 Academic Year** using the **MYP Report Exemplar** template.

Save Changes   Preview Individual Report   Generate Draft   Generate Draft With Zip   Generate Reports

Once confident that reports are ready, click **Generate Reports**. A full PDF will also be generated and stored as a master copy under **Reports History**. These officially generated report cards provide data for student transcripts.
This will also generate a full set of report cards that are stored individually on each student's profile.

Hiding Reports from Students & Parents

Hiding Reports via Student Profile

Hide reports from student and parent view via the student's profile. Click **Edit** in the student's **Profile** to access the "Hide Reports Tab from Student and Parents" option.

In the Report Access section, tick **Hide Reports Tab from Student and Parents** and click **Save Changes**.

Rachel Epelbaum 🇺🇸
IB MYP Class of 2021 (MYP 5) Student ID 🎓 2020119

← | Edit Profile

📝 **General Information**

[📤 Upload Photo] [🗑 Delete Photo]

First Name *
Rachel

Last Name *
Epelbaum

Middle Name

Preferred Name

Other Name

Student ID [School Office-use Only]
2020119

National ID [School Office-use Only]

This must be a unique identifier within your school.

👤 **Personal Information**

Date of Birth
April 27, 2001   📅 Age 17

Gender
○ Male   ● Female   ○ Non-binary

English Proficiency
Fluent   ×

UI Language
● 🇬🇧 English   ○ 🇪🇸 Spanish   ○ 🇫🇷 French   ○ 🇨🇳 Chinese (Simplified)

1st Language
English   ×

1st Nationality
🇺🇸 American (United States)   ×

⊕ Add Language

⊕ Add Nationality

📇 **Contact Details**

E-mail *
rachel.epelbaum@eduvo.com

Address
Flat 10B, 68 Mount Davis Road

Home Phone
🇭🇰 ▾ 85299541183

Address Line 2

Mobile Phone
🇭🇰 ▾ 65 9301 5831

City
Pok Fu Lam

State/Province

Postal Code

Country
🇭🇰 China (Hong Kong)   ×

🏷 **Exam Details**

IBIS Personal Code
123456

Candidate Session Number

PIN

Social Security Number (Last 4 digits)

👪 **Family Details**

Name	Relationship	Remove?
👩 Ann Epelbaum	Mother ×	☐
👨 Thomas (Tom) Epelbaum	Father ×	☐

[👤 Add Parent/Guardian]

📄 Reports Access

[☐] 🚫 Hide Reports

Hide all historical reports from both the Student and their Parents.

[Save Changes] or Cancel

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Admins and teachers will still able to view the reports when they are hidden. Only admins can hide or unhide the reports, while teachers will be able to see that the reports have been hidden.

Students and parents will not be able to access the reports tab. Note that reports e-mail notifications will also not be sent to students & parents if their reports have been hidden.

Unhiding Reports

To unhide reports, untick **Hide Reports Tab from Student and Parents**, click **Save Changes**.

Students and parents will now be able to access and download any reports as per usual.

Export List of students with Hide Reports enabled

Via Settings > School Directory

Admins are able to export a student list that shows which students have had their reports hidden.

Select **Export Student & Parent information** download a record of user information in your School Directory.

	AE	AF	AG	AH	AI	AJ	AK	AL
	Postal Code	Country	UI Language	Last Accessed	Enrollment Dat	Graduation Dat	Withdrawal Da	Hide Reports?
	94577	United States	English	September 18, :				No
	44122	United States	English	September 18, :				No
	70002	United States	English	September 18, :				No
	7039	United States	English	September 18, :				No
	95110	United States	English	September 18, :				No
	89701	United States	English	September 18, :				No
	79109	United States	English	September 18, :				No

The **Student and Parent information** spreadsheet shows if the "Hide Report Cards" option is enabled per student.

Updating Individual Reports

It is possible to update an individual student's report card. After making changes to a student's grades, navigate to Reporting > Generate Reports > Update Individual Reports.

Update Individual Reports

Update Reports   🟠 Previously Updated Reports

⚠️ **Guidance**   >
This page allows you to update a report for a student using the current Gradebook data. Also, it allows you to change basic report information such as the title, template used, or preparation date....

🔍 Select Report

Programme *
● IB Middle Years   **1**

Academic Term *
● August 2021 – June 2022: First Term (current)   **2**

Student *
🧑 Rachel Epelbaum   **3**

Report *
Term Report MYP MYP 5 2021-09-20   **4**

Term Report MYP MYP 5 2021-09-20   **5**   [↓]
⏱ Released on Sep 20, 2021

📝 Update Report

Report Template *
Please select a template...

Report Title *   **6**
Term Report MYP

Include in File Name *
☑ Report Title ☐ Grade ☑ Student Name ☑ Preparation Date ☐ Student ID

Preparation Date *   **7**
September 20, 2021   📅

✅ Confirmation & Preview   **8** 👁 Preview Updated Report

✅ **Confirmation**
You, **Sharon Arese,** confirm that the report, **Term Report MYP MYP 5 2021-09-20,** will be updated for **Rachel Epelbaum** with the following changes:

- **Latest Gradebook Data And Homeroom Comments.**
- **Report Name:** Term Report MYP
- **Template Name:** Please select a template...
- **PDF Naming Convention:** Report Title, Student Name, Preparation Date
- **Preparation Date:** September 20, 2021

9 [Update Individual Report] or Cancel

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From the **Update Reports** page, select the following:

1. Academic **Programme** the report card to be updated was generated in
2. **Academic Term** the report card to be updated was generated in
3. The **student** the Report Card was generated for
4. The **specific Report Card** to be updated
5. **Download** the selected Report to confirm this is the one you intend to update
6. Select the **Report Card Template** and **Report Title** to use for the update
7. Select **Preparation Date** and **File Name** items for the updated report card.
8. **Preview** the updated report card.
9. Click **Update Individual Report** to generate the updated report card and replace it on the student profile automatically.

Notes:
- the report card will not be updated in the consolidated PDF nor on transcripts. To print the new report card, please download the PDF directly from the student's profile.
- Classes do not have to be unarchived to update previous report cards

Use the **Previous Updated Reports** page to review and download updated versions of report cards by academic programme.

Enabling ATL Assessment on Reports

To enable ATL assessment, please navigate to **Settings > Middle Years Programme > Assessment > Assessment Models**

Tick the **Approaches to Learning** check box to enable ATL rubrics. Then, click the **ATL** tab to customize the assessment criteria by hovering over Evaluation title and clicking the **arrow or edit icon** that will appear. The built-in default assessment levels are: EE (Exceeding Expectations), ME (Meeting Expectations), AE (Approaching Expectations), and BE (Below Expectations).

The ATLs can then appear in the MYP Class > Gradebook > Term Grades page for the teachers to assess students against ATLs. Teachers need to select which ATLs they will assess via **Manage ATL Skills** link on the right navigation panel.

Once you select the ATLs to evaluate, click **Save Changes**.

To display the ATL assessments on report cards, navigate to **Reporting > Templates > IB Middle Years >** Select the MYP Template you wish to edit.

On the **Summary** page, check the box for **ATL Evaluation**.

Under the **Class Reports** page, you will also see an option to include ATLs on the report card.

The generated PDF report card will display selected ATLs in a table format.

Adding Service as Action

Click on **Settings > Middle Years > Assessment** to begin. Tick the **Service as Action** checkbox.

Via Settings > IB MYP > Assessment > Assessment Models

You can edit values and descriptors for any Rubric via **Settings > IB MYP > Assessment > Assessment Models.** Enable the assessment rubrics for SA by ticking the box for **Service as Action.**

Click the **SA** tab to open the rubric. Hover over the title and **click the blue pencil icon** to edit the selected rubric. Click **Save Changes** when edits have been made.

Assessing SA

To provide SA marks and narrative term comments, navigate to your SA roster via **Year Groups >** Select Year Group **> SA.** Click **Submit Term SA Evaluation** on the right navigation panel.

Provide marks and submit your comments for each student.

To display the marks and comments on report cards, navigate to **Reporting > Templates > IB Middle Years >** Select Template **> Overview**. Tick the boxes under to display Service as Action on the Report.

Templates

📁 Edit Template

⚙️ Overview	🖼️ Cover Sheet	✉️ Letter	📋 Summary	🖼️ Class Reports
🖼️ Grade Descriptors	📅 Attendance	🔶 Additional Programmes		

Title *

MYP Exemplar

Customise Report Layout

Please use the checkboxes to indicate whether you would like to include each particular section in your reports. You can also sort the sections by using the reorder icon.

- ☑ Cover Sheet ⓘ
- ☑ Letter ⓘ
- ☑ IB Learner Profile ⓘ
  - ☐ Learner Profile Diagram
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- ☐ Project-based Learning ⓘ
  - ☐ Project Assessment
  - ☐ Project Comments
  - ☐ Project Term Grades
  - Projects
    - Select Projects
- ☑ Service as Action ⓘ
  - ☑ Hours
  - ☑ Completed outcomes sentence
- ☑ Personal Project (Legacy) ⓘ
  - ☑ Project Assessment
  - ☑ Project comments
- ☑ Community Project (Legacy) ⓘ
  - ☑ Project assessment
  - ☑ Project comments
- ☑ Reflections [Reflections] ⓘ
  - ☑ Student reflections
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    - ☐ Show on Cover Page
  - ☑ Coordinator reflections
  - ☑ Counselor reflections
  - ☑ Head of school reflections
- ☑ Class Reports ⓘ
- ☑ Grade Descriptors ⓘ
  - ☑ Assessment Explanation
  - ☑ Final Grade
  - ☑ ATL Grade Descriptors
  - ☑ SA Grade Descriptors
  - Rubrics & Options Descriptors
    - Select Rubrics & Criteria
- ☑ Overall progress indicator ⓘ
- ☑ Show Program Divider
  - ☐ Show each Program on a separate page
- ☐ Custom Logo Size ⓘ

Page Setup

Page Size
- ○ A4 ● US Letter

Page orientation
- ● Portrait ○ Landscape

- ☐ Double-sided Printing
- ☑ Page Footer
- ☑ Page Numbers
- ☐ Page Bottom Margin
- ☐ School Address
  - ☐ School Phone Number

[Save Changes] or Cancel

Adding Term Goals & Reflections

via Settings > Academics

You can enable Term Goals and Reflections Questions for response in Student Profiles via **Settings >** Select Academic Programme **> Reflections**. The Reflection Question responses can be added to Reports, however, the Term Goals will be view only in Student Profiles.

via Student Profiles

Students can respond to the term goal and Reflection Questions you added in your account settings via **Profile > Reflections**. Be sure to **Save Changes** after responding.

via Reports

Add the student reflections via the **Reports > Manage Templates > Select Template > Overview > Reflections**. This will show the Student Responses to Reflection Questions on the Report. It's not possible to include the term goal.

Click HERE for a tutorial on Creating Report Templates.

Creating Multi-Programme Report Templates

Multi-Programme Report Templates allow students who are taking classes in multiple programmes to have all their classes on the same report card. The sub-template will pull classes from other programmes into the report card template for the main programme the student is assigned to.

For example, a student assigned to an IB Diploma year group may have a non-IB High School class added to their report, via the High School sub-template, when IB Diploma reports are generated.

They would not also have a report card created when the High School programme reports are generated, as they are not part of the High School year group.

Via Generate Reports

Navigate to **Generate Reports**. Additional programmes can be included on reports by adding sub-templates to your Report Template. Click **Edit Template** or you can create new templates via **Templates** pages.

Via Reporting > Templates

There are two categories of templates:

1. Templates are the parent (i.e. main) templates and determine the overall design of the report card.

2. Sub-templates are the child templates that can be added to the main templates to show additional programmes. The sub-template inherits the configurations & design of the main template.

Via **Reporting > Templates,** click the **Add Sub-template** button on the right-hand menu to create a new sub-template or click on an existing sub-template to edit it

Adding Additional Programmes via the main Template

Navigate to the **Additional Programmes** page when editing the IB MYP report template. Here, sub-templates can be added, edited or deleted.

Configuring Subtemplates

Overview

Via the **Overview** tab of the sub-template, configure where you wish to show the additional programme on the report card, and whether to show rubric descriptors from the additional programme:

1. Summary of Achievement

2. Class Reports

3. Rubrics & Options

Click here for a tutorial on showing Rubric assessment on reports.

Note: If Class Reports or the Summary of Achievement are disabled in your main template, ManageBac will follow the main template, and these will not be included on reports. To show these items, they must be enabled on both the main template & sub-templates.

Summary

Click the **Summary** tab to select what will appear for each student in terms of grades and which rubrics will appear on the report.

Note: Rubrics & Options will only be shown if **Grade Descriptors** are enabled on the main template (via the template 'Overview' tab, otherwise they will be omitted.

Class Reports

The **Class Reports** option will add one page for each class the student is taking. Here, you can choose to report grades and subject-specific rubrics.

Note: Rubrics & Options will only be shown if they are enabled on the **main template** (via the template 'Overview' tab, otherwise they will be omitted.

Generating Reports

Once additional programme sub-templates have been added to the main report template, navigate to **Generate Reports** and select the following:

1. **Programme:** Select the programme of your main template.

2. **Template**: Ensure that your selected template includes the additional programmes you want to add to your reports.

3. **Term:** Select a term with the correct grade data to generate the main reports.

For each additional programme, choose to generate reports for any selected Term, and enabled additional programme. Only if the programme is enabled in the Generate Reports page of the main template, will the grade data be included on reports.

Click here for the full Quick Start Guide on generating reports.

Displaying Student Photos on the Cover Sheet

To show student photos on your report cards, you must first bulk upload student profile photos on the system. Click on **Settings > Import Manager > Students > Import Student Photos** to begin. Upload a zip file of your student photos, with each photo name matching a student ID.

Photos should be in PNG, JPEG, or JIF format. For best results, we recommend portrait photos with the dimensions 300px by 300px. Please ensure that each photo is less than 1 Mb.

Once the photos have been uploaded, you can then navigate to **Generate Reports**.

Select your report template and click on **Cover Sheet**. Tick the box for **Student Photo**. Your student reports will generate with the student photo on the cover.

Click HERE for a tutorial on Creating Report Templates.